



November 3, 2015

Dear Parents,

To insure the safety of the children in our program, we will be enforcing our registration and payment policies starting Monday, November 9, 2015.

If your child comes to Sierra Kids but has not been registered/paid for that day, staff will take them to the school office. We can not accept responsibility for a child that has not been registered/paid.

Registration and payment for the following week must be completed with the following deadlines:

**On line – no later than midnight the Friday before**

**In Person/Over the Phone – by 7 pm on Friday (EMNECC, Neil Rd) (City Hall – 5 pm)**

- **Thanksgiving week – in person/phone payment deadline is Wednesday, Nov. 25.**

- A late fee of \$15 per child will be incurred for any registration received after this deadline.
- We will not be taking same day registration.
- The fee for the morning program is \$10/day or \$30/week (a week is 3 or more days).
- The fee for the afternoon program is \$15/day or \$45/week (a week is 3 or more days).
- You can pick and choose the days of the week that you will need the program when you register and if your child's schedule changes, please notify the youth office at 334-4280 so that we can notify the school site that your child will not be at the program that day.
- There is no refund/transfer/credit for missed days

Questions: 334-4280

Payment Desk: 334-2262

These policies have always been a part of the program, however, this year we switched to a new registration software program and it took a couple of months to learn the system and clear up some programming issues.

Should you have any questions or concerns regarding this, please don't hesitate to contact me to discuss.

Sincerely,

Peggy Nelson-Aguilar, CPRP  
Recreation Supervisor  
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